INDIANA ARTS COMMISSION
ONLINE GRANT TEAM MEETING
INDIANAPOLIS, IN
July 20, 2005, 1:00 P.M. – 3:30 P.M.

A G E N D A

NOTES

Team in Attendance:
>   Anne Marie Chastain, Indianapolis Symphony Orchestra
>   Bobbie Garver, IAC
>   Dorothy Ilgen, IAC
>   Eric R. Rogers, Region 5, Regional Arts Partner
>   Holly Hospel, IAC Consultant
>   L. Pogost, IAC
>   Jennifer Johnson Wade, IAC
>   Stephanie Bush, IAC
>   Michael Jonson, Indianapolis Opera
>   Tom Hume, Hume Communications
>   Angela Butiste, Region 2, Regional Arts Partner
>   Joyce Ribble
>   Nancy Krueger, Region 8, Regional Arts Partner
>   Stacey Campbell, Individual Artist

>   Guest: Kevin Carey, Ohio Arts Council

1. OLGA presentation by Kevin Carey of the Ohio Arts Council
   Highlights
   - Project duration – Spring 2003 to November 2005 when it launched
   - WESTSTAF is the vendor, the product is Culture Grants Online™
   - OLGA is written in Linux (open source)
   - Old database was built in Visual FoxPro and was archived
   - Consultant was brought in to document the old system
   - Took a 6 mo. hiatus and just renewed existing grants
   - Workshops were held around the state to educate prospective users on the public value of putting the application process online. Also compiled a list of locations such as libraries where the public has access to the internet
   - Hardship policy was also developed

   Internal Position Restructuring
   - Program coordinators jobs shifted away from being disciplined based to regionally based
   - The overall number of positions did not change but efficiencies improved (OAC had already undergone a significant staff restructuring and reduction forced from budget cuts. OLGA permitted OAC to do more with less)
   - A Help Desk Manager position was created (90% of the problems are on the grantee's end, not on Olga's)
   - Data inputting task eliminated. Responsibilities shift to verification of data

Managed Correspondence & Status Tracking
- ➤ The program coordinators can interact with grantees via fax, email, or phone, whichever the grantee prefers
- ➤ Emails are sent out based on the changing status of an applicant
- ➤ As the application moves along in status, it tracks each status change and summarizes all of the status changes for that application in one place
- ➤ Sample status types: draft submitted, draft review complete, application received, exception, ranked, funded, declined

Cost
- ➤ $120,000 development
- ➤ $1,000 per program per year licensing fee
- ➤ received special funding for new technology from State
- ➤ used a portion of the awarded the Wallace fund

User Navigation
- ➤ Several types of user accounts were set up with differing permission rights into the system; applicants, program coordinators, panelists, etc.
- ➤ There is a utility to "Manage Users" to add, delete or change permissions
- ➤ When applicant is filling out application there is a navigation tool bar on the side allowing them to jump around between sections
- ➤ As many of the canned reports that are regularly used by IAC should be provided to the vendor so they can produce them as part of the total development project. Reports such as; panel ranking report, multiple grant report, project description

Other Notes
- ➤ Applicants see raw panel scores for their project. Not normalized scores
- ➤ Need a "progress toolbar" on "profile account" set-up so people know how far they have gone and how much they have left
- ➤ No spell check feature. OAC recommends that people cut and paste from Microsoft Word
- ➤ ROI (Return On Investment) estimated to be achieved in 2 years, with a $60,000 annual paper elimination savings
- ➤ Staff committees put together narrative questions at weekly meetings

2. Other Business
   a. August 9th at 1:00 PM is the next schedule meeting